

POSITION DESCRIPTION

LEAD TEACHER — PAKENHAM CAMPUS

DEPARTMENT	ECG
REPORTS TO	Campus Principal — Pakenham
DATE	February 2025
POSITION OBJECTIVE	To work collaboratively with the Pakenham Campus Principal to lead a high-performance culture that is focussed on high quality implementation of the ECG education Model, provide appropriate student management responses and drive improvements in student's engagement.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

Provide Leadership at Campus level for staff, students and the wider community to ensure a positive climate for learning with high expectations for student Wellbeing and Accomplishment. Work cohesively with the Campus Principal to ensure consistent implementation of CCG/ECG policies and procedures. Fulfill chain of command responsibilities for student management interventions and responses as required by the Campus Principal. Promote staff collective efficacy to support student growth and development that is holistic and individualised.

RESPONSIBILITIES

- Work collaboratively with teaching staff and Middle School Curriculum Lead to deliver a guaranteed and viable curriculum in the ECG year 9/10 program.
- Ensure compliance with ECG policies and procedures.
- Student Management responses aligned to ECG policies and procedures.
- School tours and enrolment interviews for prospective clients
- Campus level NAPLAN co-ordination
- Campus level Pat Testing Co-ordination.
- Support and implement College initiatives as directed by line management.
- Campus Safety Warden.

KEY PERFORMANCE INDICATORS

- Enrolments are maintained to budgeted projections.
- Retention objectives are achieved to support successful transitions.
- Student attitudinal data is responded to.
- Staff performance reviews are completed.
- Student absences are monitored and responded to.
- High Quality instructional practice is evident and observable.
- Careers planning and work experience programs are developed and delivered.

KEY SELECTION CRITERIA

- Prior experience in SAS settings or demonstrated knowledge of SAS approaches.
- Understanding of careers education and work experience compliance obligations.
- Capacity to demonstrate professional competency alignment to Lead teacher AITSL standards.
- Prior experience in student management role.
- Knowledge of NCCD and demonstrated capacity to implement and document adjustments.

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
- Promptly and accurately reporting all hazards, accidents, incidents and near misses;
- Ensuring safe use and maintenance of equipment including PPE for self and students;
- Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
- Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence

QUALIFICATIONS

- Post Graduate Education Qualification
- 5+ years teaching experience
- Full VIT registration

FUNCTIONAL RELATIONSHIPS

Key Internal

Campus Principal
Middle School Curriculum Lead
9/10 teaching Staff
Wellbeing staff
LSO's

Key External

Work experience providers.
Career education networks.
External agencies



DECLARATION:

I have read, understand, and accepted the above Position Description.
I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: